



## NEW EMPLOYEE PAYROLL INFORMATION SHEET

(Please give original to Marilyn and give a copy to Karen in the Office.)

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Project or Activity to be paid from: \_\_\_\_\_

Percentage of Effort: \_\_\_\_\_

Salary Amount: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Will person work less than 9 Months? Y N

Is person a transfer from another program/department? Y N

Do we have/need a copy of the offer letter? Y N

This person is:

- Graduate Student
- Postdoctoral Fellow
- Research Associate
- Other: \_\_\_\_\_

This person needs:

- Insurance
- Retirement

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_